

Flood Authority Work Tasks, Roles and Consensus Decision-making
July 2013 – June 2014
Draft
Updated 3/17/2014

Changes are highlighted in yellow

Primary Tasks

1. Early Warning System: Ensure the early warning system is operating in a manner that meets its intended objectives. Approve a sustainable allocation of costs for the early warning system.
2. Jobs Now Act: Work with OFM, the Chehalis Tribe and applicable regulatory agencies to implement flood relief projects identified consistent with ESB 5127, the Jobs Now Act of 2012.
3. Capital Projects: Provide oversight and support for implementation of the capital projects authorized in the 2013-2015 Capital Budget. Work with project sponsors as they develop implementation and construction plans. Evaluate alternative project designs where appropriate. Support project sponsors with regulatory agencies.
4. Work Group Framework: Provide input to the Governor's Chehalis Basin Work Group regarding the implementation of the framework and development of recommendations regarding future capital projects and aquatic species enhancement.
5. Local Floodplain Management: Support an analysis of local government floodplain management and develop recommendations for a basin-wide approach. Assess the benefits of local government involvement in the CRS program. Participate in the development of a strategic program to address repeatedly flooded structures.
6. Public Outreach: Provide on-going communication to the public regarding the work of the Flood Authority.

Full Flood Authority

Role: Ensure that all tasks are accomplished successfully. Focus of the Flood Authority meetings will be the review capital project status and recommendations to project sponsors and OFM regarding any changes necessary to meet project intent. The meetings will also include review and input to the Governor's Chehalis Basin Work Group, guidance for the assessment of local floodplain management and for public outreach.

SUB-COMMITTEES

- **CHAIR/VICE CHAIR**

ROLE: PROVIDE GUIDANCE TO STAFF IN THE DEVELOPMENT OF MEETING AGENDAS. PROVIDE GUIDANCE ON OVERALL WORK PROGRAM ELEMENTS TO STAFF. CANCEL OR CHANGE MEETING TIMES.

- **EXECUTIVE COMMITTEE**

ROLE: APPROVE ANY ACTIONS REQUIRED BETWEEN FULL MEETINGS OF FLOOD AUTHORITY

1. City of Cosmopolis, Chair
2. Thurston County, Vice-Chair
3. City of Chehalis
4. City of Napavine

- **COMMUNITY OUTREACH & EDUCATION**

ROLE: DIRECT STAFF ON DEVELOPMENT OF OUTREACH MATERIALS AND EVENTS. MAKE RECOMMENDATIONS TO FLOOD AUTHORITY REGARDING OUTREACH PROGRAM AND CONTENT OF MATERIALS.

1. Lewis County
2. City of Oakville
3. City of Montesano
4. Town of Pe Ell

- **CHEHALIS BASIN PROJECTS**

ROLE: ASSIST IN THE IDENTIFICATION OF NEW PROJECTS FOR FUNDING BY THE STATE.

1. Grays Harbor County
2. City of Centralia
3. Town of Bucoda
4. City of Aberdeen

Staff Responsibilities

- Jim – Lead point of contact for decisions and decision-making by the Authority, facilitator of Executive Committee and Flood Authority meetings. Responsible for overall staffing interface with FA (Exec and Full FA). Lead for internal and external relations/communications. Supported by Scott.
- Scott – Lead staff. Responsible for day-to-day administration and logistical support to FA and its subcommittees. Also responsible for workplan development and tracking. Researching and developing staff recommendations for issues that come before the FA and its subcommittees.
- Lewis County staff – Administrative and financial management.

Roles of Meeting Chair and Facilitator

Chair

- Chair is head of state and facilitator does heavy meetings.

- Works with staff and Executive Committee to develop meeting agendas for Flood Authority and Executive Committee.
- Opens meetings and summarizes the agenda, asks for any additions or changes.
- Works with facilitator to make sure all agenda and issues are addressed.
- Closes meeting.
- Serves a spokesperson for the Authority where necessary to articulate and advocate the decisions of the Authority.

Facilitator

- Introduces agenda items by summarizing the issue, the information provided for the members consideration and any presenters.
- Facilitates the discussion amongst members
- Summarizes conclusions from the discussion and facilitates consensus decision process.
- Facilitates public comment period
- Facilitator is available to articulate but not advocate the decisions of the Authority.

Consensus Process

Consensus-Why Use It? (From The Policy Consensus Institute-Practical Guide to Consensus)

- An issue is not getting addressed; the costs of indecision/uncertainty are mounting for everyone
- Decision makers in other forums may not address the real issues
- An agency could make an unpopular decision and no one would follow it
- The parties may need each other's continued cooperation
- Consensus agreements can result in better solutions
- Consensus processes can shorten the lists of disagreements or clarify issues for decision makers
- Consensus processes can enhance the sense of fairness/equity in decision making processes

Consensus-Definition

One definition used by groups like the Ruckelshaus Center:

The group will reach full or partial consensus when each member can say:

1. I believe that others understand my point of view
2. I believe I understand others' point of view
3. Whether or not I prefer this decision, I support it because it was arrived at openly and fairly and is the best solution for us at this time

Consensus-Process

Process for Consensus Decisions by the Flood Authority

Facilitator introduces the issue and highlights the question/s for discussion and decision by the Flood Authority.

All members give a chance to express their perspective, ask questions and clarify concerns and suggest ways to address the issue.

When it is clear to facilitator that all members have had an opportunity to talk, facilitator will summarize the discussion and articulate a potential decision for the consideration of the members. The members will provide an initial indication of their support using the protocol below.

Thumbs Up -Good to go-full consensus

Thumb sideways - Partial consensus-can live with the decision for the good of the group/process

Thumb down -Not in consensus

If any members indicate they are not in consensus by showing a thumb down, than the facilitator will ask the member/members to describe their concerns and if there are any changes to the action that could gain their support. The Authority members will then discuss potential changes to action and see if a consensus is created amongst all members. If there is no consensus after the continued discussion that the issue will not advance or the members can call for a vote consistent with the operating rules.

Background Information

Flood Authority Operating Rules: V. Decision-Making

Except as modified by these Rules of Procedure, all meetings of the Flood Authority shall be conducted in accordance with Robert's Rules of Order. As adopted by the Flood Authority, decisions shall be made by verbal, informal consensus of those Flood Authority members who are present. No business can be conducted without a quorum present. Members may elect to approve a motion; approve a motion with concerns; disagree with a motion, but vote in favor in order to arrive at consensus; or disagree and vote against a motion, in which case there is not consensus. In the event a decision cannot be reached by consensus the Flood Authority can:

A. Leave the issue unresolved.

B. Table the decision for future consideration.

C. Call for a formal vote of the Flood Authority membership present. A formal vote will be taken by motion and second. Consistent with the Interlocal Agreement establishing the Flood Authority, each represented entity, regardless of the number of members from each entity, shall be entitled to cast one (1) vote. A super majority vote of sixty (60) percent of the voting members shall decide the issue